



ENVIRONMENTAL PROGRAM SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To supervise and coordinate activities in the areas of Regulatory Compliance and the Outreach Section of the Environmental Services Division of the Water Utilities Department; to act as a liaison between the City and federal, state, and local public health and environmental agencies; to help develop and clarify environmental laws, standards, and policies; to develop programs, strategies, and reports to ensure compliance with environmental regulatory requirements; and to provide complex technical assistance to Water Utilities and other department administrators on environmental laws, regulations, policies, and concerns.

Supervision Received and Exercised:

Receives direction from the Environmental Services Administrator or designee.

Exercises direct supervision over professional and/or technical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage, coordinate and evaluate the activities and functions of the Regulatory Compliance and Outreach Section; assign work activities to subordinate staff and monitor work flow; review and evaluate work products, methods and procedures to ensure quality and compliance.
- Develop and maintain a database tracking system of environmental permits, regulations, and associated reporting requirements.
- Represent the City to federal, state, and local agencies on environmental issues.
- Interpret existing environmental laws and regulations and coordinate with Water and other department management and staff in developing strategies to ensure compliance.

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- Review proposed legislation and rules and provide comments to represent the City's interest in legislative and rulemaking processes.
- Negotiate and obtain required federal, state, and local environmental permits and approvals for City facilities, including National Pollutant Discharge Elimination System (NPDES) permits; Aquifer Protection Permits, Air permits, and reclaimed water reuse permits.
- Coordinate submittal of required environmental compliance and non-compliance reports to regulatory agencies, including drinking water, storm water, and wastewater discharge reports.
- Represent the City in regional organizations to track, develop, and influence regionally-specific regulations and policies, including the Western Coalition of Arid States (WESTCAS), the Phoenix-area Multi-Cities Working Group, and the Arizona Storm Water Coalition.
- Coordinate implementation of programs, tasks, and monitoring required by regulations and permits.
- Supervise internal environmental compliance assessments for City facilities.
- Brief management on environmental legislative and regulatory issues related to City operations.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years responsible professional experience in environmental program management, environmental compliance, quality control or a related field, including some supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Environmental Engineering, Environmental Science, Environmental Planning, Public Policy or a related field. A Master's degree is desirable.

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Licenses/Certifications:

None.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0393

Salary Range: 39

FLSA: Exempt